TAB A

WORK FLOW

Opening New Applicant, Contact and Contact Cases	Searching	Typing	Filing	Reference Analyst	Final Review	Control	I&S Analyst for action - determination	Investigative Office	Appraisal
1. Reference index searched on references and for information on applicant. (If no previous data recommend opening new case.)									
2. If we have information subject listed on application is verified as same as information we have in file and recommendation for consolidation is made.									
3. If reference shows file and file is not in file, file clerk searches internal CIA and step 2 is accomplished.									
4. Type file folder and chaindex and on abstract card to show new case has been opened.									
5. Reference analyst makes survey of items indicated on 3x5 reference cards (gets actual clippings, etc.) if there are any on each file, otherwise, file goes direct to Chief of Files.									
6. File given final review for correctness in processing.									
7. Control cards prepared. File distributed for appropriate action. Movements of file always recorded.									
8. Analyst decides and requests action FBI, I&LB, etc., and sends request to them and file back to file.									
9. Investigative Office gets desired report and sends to I&SS.									
10. Report goes to Control, is logged, and report and file sent to Appraisal.									

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Opening New Applicant, Contact and Contact Cases	Searching	Typing	Filing	Reference Analyst	Final Review	Control	I&S Analyst for action - determination	Investigative Office	Appraisal
11. Appraisal evaluates file information and makes recommendation. 12. Makes final recommendation for clearance and takes necessary action. 13. File to Control from analyst. 14. File to file from Control. Checks to see that file is in proper order to file and that action has been taken on all papers to be filed.									

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